

**TOWN OF ENFIELD, CONNECTICUT  
REQUEST FOR PROPOSALS**

Auditing Services

April 4, 2014

Sealed proposals for the services named above will be received at the office of the Director of Finance until 11:00am, Thursday, April 17, 2014. Thereafter, proposals will be opened in public and read aloud.

Specifications and proposal documents may be obtained from the Town's website, [www.enfield-ct.gov](http://www.enfield-ct.gov).

The Town of Enfield reserves the right to accept or reject any, all, or any part of proposals, to waive formalities or informalities, and to make an award that is deemed to be in the best interests of the Town.

A. Lynn Nenni, Director of Finance  
EOE/AA

**TOWN OF ENFIELD, CONNECTICUT  
STANDARD INSTRUCTIONS**

Auditing Services

April 4, 2014

1. INTRODUCTION

The Town of Enfield is soliciting proposals for the above named project. If there are any conflicts between the instructions in these Standard Instructions and any other proposal document(s), these Standard Instructions shall prevail.

2. KEY EVENT DATES

Advertisement of Request for Proposals	April 5, 2014
Public Proposal Opening	11:00am, Thursday, April 17, 2014
Proposal Awarded (Not Definite)	May 1, 2014
Commencement of Work	July 1, 2014
Completion Date	<u>Before December 31, 2014</u>

3. OBTAINING PROPOSAL DOCUMENTS

Specifications and proposal documents may be obtained from the Town's website, [www.enfield-ct.gov](http://www.enfield-ct.gov).

4. PROPOSAL SUBMISSION INSTRUCTIONS

- A. One (1) original and two (2) copies of all proposals must be submitted in a sealed envelope clearly marked "RFP Audit Services". If forwarded by mail or courier, the sealed envelope must be addressed to "Director of Finance, Town of Enfield, 820 Enfield Street, Enfield, Connecticut 06082". Proposals must be at the office of the Director of Finance by the time of the Public Proposal Opening date noticed in Section 2 titled Key Event Dates. Postmarks are NOT an acceptable waiver of this policy. Corrections and/or modifications received after the first proposal is publicly opened will NOT be accepted.
- B. Ditto marks or words such as "SAME" on the Proposal Form are NOT considered writing and must not be used.
- C. All information must be submitted in ink or typewritten. Mistakes may be crossed out and corrections inserted. Corrections must be initialed by the person signing the proposal.
- D. Proposals are considered valid for ninety (90) days after proposal(s) are opened. Proposers may not withdraw, cancel or modify their proposal for a period of ninety (90) days after proposal(s) are opened.

- E. Proposals must be signed by an authorized person representing the legal entity of the firm submitting the proposal.
- F. The inability to meet any specified requirements(s) must be stated in writing and attached to the proposal form, or written on the proposal form.

5. PRESUMPTION OF PROPOSER BEING FULLY INFORMED

At the time the first proposal is opened, each proposer is presumed to have read and be thoroughly familiar with all proposal and contract documents for this project. Failure or omission of the proposer to receive or examine any information shall in no way relieve any proposer from obligations with respect to their proposal.

6. INTERPRETATION OF ACCEPTABLE WORK

The specifications, proposal and contract documents are to be interpreted as meaning those acceptable to the Town of Enfield. Any substantive changes or interpretations will be issued by the Town in writing as an addendum.

7. TAX EXEMPTIONS

The Town of Enfield is exempt from Federal Excise taxes and Connecticut Sales and Use taxes. Firms shall avail themselves of these exemptions.

8. INSURANCE

The firm awarded this proposal must provide a current Certificate of Insurance to the Director of Finance PRIOR to commencement of work, with the following requirements:

- A. General liability coverage limits for bodily injury, property damage, and personal injury, \$1,000,000 per occurrence/\$2,000,000 general aggregate
- B. Auto liability limits for property damage and bodily injury caused by the operation of motor vehicles, \$1,000,000 per occurrence
- C. Contractual liability, \$1,000,000 per occurrence
- D. Professional liability Insurance, \$1,000,000 per claim/\$1,000,000 annual aggregate, when professional services are being provided.
- E. Worker's Compensation, as required by Connecticut State statute
- F. The "Town of Enfield" is to appear as an additional insured on all Certificates of Insurance for general liability and auto liability coverage.
- G. All insurance is to be provided by carriers authorized to issue such insurance in the State of Connecticut, and rated at least A-/VIII by A.M. Best. Exceptions are subject to the sole discretion of the Town of Enfield.

- H. All insurance may not be canceled or modified without thirty (30) days written notice by registered U.S. Mail to "Director of Finance, Town of Enfield, 820 Enfield Street, Enfield, Connecticut 06082".

9. FAIR EMPLOYMENT PRACTICES

The Proposer agrees not to discriminate against any employee or applicant for employment in the performance of this proposal's work with respect to hire, tenure, terms, conditions, or privileges of employment due to race, sex, age, religion, national origin, or other condition proscribed by State or Federal law.

10. AWARDING THE PROPOSAL

The Town of Enfield reserves the right to accept or reject, any, all, or any part of proposals, to waive formalities or informalities, and to make an award that is deemed to be in the best interests of the Town.

It is the Town's policy to not award to those who owe Town of Enfield prior year(s) property taxes.

The "Proposal Awarded" date in section 2. titled Key Event Dates is the date the proposal is anticipated to be awarded. It is not a date certain.

The lowest priced proposal is NOT the sole determining factor when awarding this proposal.

11. STANDARD FORM OF CONTRACTUAL AGREEMENT

The Town of Enfield intends to enter into an agreement with the successful vendor. The agreement will include and incorporate the provisions of this Request for Proposals, including the Standard Instructions, Introduction, Scope of Work, Proposal Evaluation Criteria and Additional Provisions, and the Proposal Form submitted by the successful vendor. In the event of any conflict between the Request for Proposals and the successful vendor's Proposal Form, the Request for Proposals shall prevail.

**END OF STANDARD INSTRUCTIONS**

## **REQUEST FOR PROPOSAL**

### **AUDITING SERVICES**

#### **INTRODUCTION**

The Town of Enfield is a suburb consisting of 33.8 square miles and located east of the Connecticut River along the interstate 91 corridor, 18 miles north of Hartford, Connecticut and 9 miles south of Springfield, Massachusetts. The 2013-2014 adopted budget for the Town and Board of Education is \$54 million and \$64 million, respectively. The Town operates under a council-manager form of government. Policy making and legislative authority rest with a Town Council consisting of an eleven-member Town Council.

The Finance Department consists of the Director of Finance, Deputy Director of Finance/Treasurer, Accountant, Purchasing Assistant and four (4) staff positions. All accounting functions are performed in-house. The Town and Board of Education utilize Munis software for general ledger, payroll, accounts payable, purchasing, fixed assets and tax collection.

It is the Town's policy to change audit firms every five years.

## **PART 1.**

### **I. SCOPE OF WORK**

The Auditor shall perform the following tasks for the Town of Enfield:

- A. Annual Financial Audit in accordance with generally accepted auditing standards.
- B. State and Federal Single Audit and related compliance reports.
- C. ED001 Certification.
- D. Prepare a CAFR for the Town and its component units, if any. Prior Town CAFRs have been awarded the GFOA Certificate of Achievement for Excellence in Financial Reporting, and it is the Town's intention to submit its FY 2013-14 and subsequent years for consideration of this award. The introductory section, management discussion and analysis, fund financial statements, required supplementary information and statistical section are prepared by the Town. Assistance will be required for the Government-Wide Financial Statements and related schedules, and note disclosures.
- E. Prepare a Management Letter which will include findings, statements, observations, opinions, comments, or recommendations with regard to:
  - 1. Systems of internal control;
  - 2. Accounting systems, functions, procedures, and processes;
  - 3. Compliance with laws, rules, and regulations.
- F. Attend a minimum of one Town Council meeting each year for the purpose of discussing the audit, management letter and its conclusions.
- G. Assist and advise as required on accounting issues including implementation of new accounting pronouncements and internal control process improvements.
- H. Provide:
  - 1. An electronic file of the CAFR and Single Audit Reports for the Town, preferably in Adobe PDF format;
  - 2. Twenty- five (25) bound copies of the Federal and State Single Audit Reports;
  - 3. Twenty-five (25) copies of the Auditor's Management Letter;
  - 4. Seventy-five (75) bound copies of the Comprehensive Annual Financial Report.
- I. If the auditor finds indications of defalcation or other circumstances requiring an extension of procedures beyond the scope of the examination which would be sufficient under ordinary circumstances, the auditor will provide the Town Manager and Finance Director with all readily ascertainable facts relative to such extraordinary circumstances together with an estimate for the additional cost of investigating same. Fees relating to such additional services are not considered as being within the scope of services to be performed pursuant to this RFP and will be subject to approval by the Town Council.

## **II. DUTIES OF THE TOWN**

The maximum annual fee for the requested audit presumes conditions satisfactory to normal progress and completion and that Town personnel will furnish the necessary financial records, minutes, legal rulings, and other documents to enable the auditor to prepare the financial report in a timely manner.

## **III. TERMS OF ENGAGEMENT**

- A. The audit contract period shall cover the three (3) fiscal years ending June 30, 2014, 2015 and 2016, with the option to extend the contract an additional two (2) fiscal years ending 2017 and 2018.
- B. Fees shall include pricing for a five-year engagement. An itemized cost analysis shall be submitted for the amount of time anticipated for the Principal and his/her staff. The Town requires that total cost be stated as a flat fee or on a "not to exceed" basis. However, a quote of hourly fees is also requested in the event that the auditors must perform routine bookkeeping not specifically associated with the audit. Prior written approval must be granted by the Town for performance of any services to be billed as additional cost above the contracted amount. Attendance at one Town Council meeting by a principal of the firm shall be considered part of the proposed flat fee. The flat or not-to-exceed fee shall be inclusive of labor, travel, report preparation, printing, and all other expense incurred by the auditor.

## **PART 2.**

### **I. PROPOSAL EVALUATION CRITERIA**

The Town's evaluation of each proposal will be based upon the following criteria:

- A. Experience. The firm and the performing auditor's recent experience (within the last five years) in governmental auditing of cities/towns in the State of Connecticut.
- B. Peer Review. The firm is requested to submit a copy of its most recent peer review with a statement whether the review included an examination of specific government engagements.

The firm shall state whether it has been the subject of any disciplinary action within the last three years, or if any such action is pending by state regulatory bodies or professional organizations. If such conditions exist, information is to be provided as to the circumstances and status of the disciplinary action.

- C. Education. The qualifications of personnel (including resumes) who will be actually working on and coordinating the audit, including the firm's on-going efforts to keep its staff current and knowledgeable in governmental accounting practices.
- D. References. The firm's general experience and reputation in the local government auditing/accounting field, including CAFR preparation experience. Please include a minimum of three references.

- E. Personnel Policies. The firm's demonstrated interest in maintaining continuity of auditing staff assigned to clients over time. Demonstrated achievement of non-discriminatory employment practices and objectives in accordance with the Town's non-discrimination policy stated below.
- F. Price. Provide a price breakdown for each of the functions and reports the auditor proposes to perform, inclusive of the tasks previously listed in the section of Duties of the Auditor.
- G. Indemnification. Auditor has the professional skills necessary to perform the agreed upon work. Acceptance by the Town of Enfield of the work performed does not operate as a release of said Auditing Firm from such professional responsibility. The Auditor shall indemnify the Town of Enfield and its agents from any personal injury, property damage, violation of any law or ordinance or other cause in connection with the activities of Auditing Firm and/or its agents.

## **II. ADDITIONAL PROVISIONS**

The Auditor agrees that it is an independent contractor and that its officers and employees do not become employees of the Town nor are they entitled to any employee benefits as a result of the execution of this agreement.

The Auditor shall indemnify the Town, its officers and employees against liability for injury or damage caused by any negligent act or omission of any of its employees or volunteers or agents in the performance of this agreement and shall hold the Town harmless for any loss occasioned as a result of the performance of this contract by Auditor.

The Auditor may not assign or transfer this agreement, any interest therein or claim thereunder without the prior written approval of the Town.

The Town, its cognizant agent and the State audit agencies shall have access to the auditor's work papers for purposes of review for a period of three years from the date of the audit report. The Auditors shall make available to their successors their work papers generated by these audits.

News releases pertaining to this RFP or to the award of this contract shall not be made without prior approval of the Town. Likewise all information concerning the Financial Reports and Management Letter must first be reviewed by the Town of Enfield.

The Town shall not reimburse any potential auditor for costs associated with preparations of this proposal.

The Town may terminate this agreement for convenience at any time by giving the auditor not less than thirty (30) days prior written notice of such termination. The auditor will be paid for all services rendered to the Town up to and including the date of the notice of termination.

The Town reserves the right to reject any and all proposals submitted. Award of the contract will be made to the independent audit firm, who, based on evaluation of all responses and criteria, is determined to be the best qualified to perform the audit.



**Town of Enfield, Connecticut**  
**Proposal Form**  
Auditing Services

**FIXED FEES**

Firm's Name:

Location of office staffing the audit:

\_\_\_\_\_

\_\_\_\_\_

Number of Municipal professional audit staff at this

Location: \_\_\_\_\_

Assigned to Town: \_\_\_\_\_

**FIXED FEES**

<b>Town of Enfield</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>Comprehensive Annual Financial Report Audit</b>					
<b>Federal &amp; State Single Audit</b>					
<b>ED001 Agreed Upon Procedures</b>					
<b>Total</b>					

Rate for hours in excess of those above or for services outside the specified scope:

	<b>Rate per Hour</b>
Partner	\$
Manager	\$
Staff	\$
Other	\$

**TOWN OF ENFIELD, CONNECTICUT  
PROPOSAL FORM**

Auditing Services

**[PROPOSAL FORM REQUIRED RESPONSES]**

Under penalty of perjury and other remedies available to the Town of Enfield, the undersigned certifies this proposal is submitted without collusion and all responses are true and accurate. If awarded this proposal it is agreed this forms a contractual obligation to provide services at fees specified in this Proposal Form, subject to and in accordance with all instructions, proposal and contract documents, including any addenda, which are all made part of this proposal.

_____ Signature of Authorized Person	_____ Date
_____ Printed Name of Authorized Person	
_____ Company Title of Authorized Person	
_____ Name of Company	
_____ Address of Company	
_____ Address of Company	
_____ City, State, and Zip Code	
_____ Telephone Number	_____ E-Mail address

**END OF PROPOSAL FORM**